



STAFF COUNSEL
CALIFORNIA COASTAL COMMISSION
OPEN EXAMINATION - SPOT / SAN FRANCISCO



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY,
SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS EXPECTED OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE
WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED
IN PUBLIC SERVANTS.

FINAL FILING DATE: APRIL 19, 2006 received by 5 p.m. in the Human Resources Office. State Applications (Form 678) and Supplemental Applications received after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination".

HOW TO APPLY:

Mail the State Application (Form 678) and the Supplemental Application to:

California Coastal Commission
Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA 94105

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Interview.

QUALIFICATION APPRAISAL INTERVIEWS: May 15 – 19, 2006 in San Francisco. Additional days may be scheduled the following week if necessary. Applicants will receive written notice of their scheduled Qualifications Appraisal Interview after the Final Filing Date of April 19, 2006.

THE POSITION: Incumbents perform professional legal work, including studying, interpreting and applying laws, court decisions and other legal authorities; preparing opinions and other legal documents; performing a wide variety of legal research; providing advice or opinions on legal issues arising out of the programs of the department. Assignments have typically included review of staff recommendations and preparation of legal opinions and analyses of land use, environmental and administrative law. Current filled Staff Counsel positions are located in San Francisco.

SALARY RANGE: A: \$3834-4208, B: \$4414-4847
C: \$5320-6433, D: \$5988-7386

Range A. This range shall apply to individuals who are active members of the State Bar of California and who do not meet the criteria for payment in Ranges B, C, or D.

Range B. This range shall apply to individuals who are active members of the State Bar of California and who, in addition, have satisfactorily completed one year of experience in a class with a level of responsibility equivalent to Staff Counsel, Range A, or who have evidence of satisfactory completion of one year of experience in the practice law* outside of State service performing duties equivalent to Staff Counsel.

Range C. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed one year of experience in a class with a level of responsibility equivalent to Staff Counsel, Range B, or who have evidence of satisfactory completion of three years of responsible experience in the practice of law* outside of State service performing duties equivalent to Staff Counsel.

Range D. This range shall apply to individuals who are active members of the State Bar of California and who, in addition have satisfactorily completed two years of experience in a class with a level of responsibility equivalent to Staff Counsel, Range C, or who have evidence of satisfactory completion of five years of responsible experience in the practice of law* outside of State service performing duties equivalent to Staff Counsel.

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to the Bar.

Membership in The State Bar of California. Applicants must have active membership in The State Bar before they will be eligible for appointment. Applicants who are not members of The State Bar of California but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.) **Note: applicants must show their membership number, title, and expiration date on their application.**

EXAMINATION INFORMATION:

The examination score will be based on the Qualifications Appraisal Interview that encompasses the State Application (Form 678), the Supplemental Application used to expand on experience relevant to environmental law and the interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. The examination is for the express purpose of creating an eligible list for the California Coastal Commission. **THE SUPPLEMENTAL APPLICATION IS ATTACHED TO THE EXAMINATION BULLETIN AND MUST BE COMPLETED AND RETURNED BY 5 P.M. ON THE FINAL FILING DATE APRIL 19, 2006 OR THE COMPETITOR WILL BE ELIMINATED FROM FURTHER PARTICIPATION IN THE EXAMINATION PROCESS.**

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal - Weighted 100.00%

Scope of interview: Emphasis in evaluating the candidate will be placed on competitor's education and experience in land use, environmental and administrative law. General competitive factors are:

- A. Knowledge of:
 - 1. Legal research methods.
 - 2. Legal principles and their application.
 - 3. Scope and character of California statutory law.
 - 4. Principles of administrative and constitutional law.
 - 5. Trial and hearing procedure and rules of evidence.
- B. Ability to:
 - 1. Perform legal research.
 - 2. Analyze, appraise, and apply legal principles, facts and precedents to legal problems.
 - 3. Present statements of fact, law, and argument clearly and logically.
 - 4. Draft statutes.
 - 5. Prepare correspondence involving the explanation of legal matters.
 - 6. Analyze situations accurately and adopt an effective course of action.

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply. Veterans' preference points will be added to the final score of all open competitors who qualify for, and have requested these points and who are successful in all part(s) of the examination. (See "General Information" on the bulletin for information regarding veterans' preference points.)

ELIGIBILITY LIST will be used by California Coastal Commission to make appointments to staff counsel positions and will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

03/20/06

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

STAFF COUNSEL
OA75-5778

10125CG

FINAL FILING DATE: APRIL 19, 2006 BY 5 P.M.
In the Human Resources Office

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources office of the California Coastal Commission at (415) 904-5430 or toll free (866) 831-2350 two days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Coastal Commission's Human Resources office, (415) 904-5430 or toll free (866) 831-2350, **two weeks** after the final filing date if she/he has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Departments noted at the bottom. Applications are also available on the Internet at: <http://exams.spb.ca.gov/capprd.htm>

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Coastal Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain

circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a candidate's personal development will include consideration of her/his recognition of her/his own training needs; her/his plans for self-development; and the progress she/he has made in efforts toward self-development.

Veterans Preference: Veterans preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law that were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference are on the Veteran Preference Application from which is available from the State Personnel Board office, written test proctors and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA COASTAL COMMISSION
Human Resources Office
45 Fremont Street, Ste. 1930
San Francisco, CA. 94105-2219
(415) 904-5430 or toll free (866) 831-2350
TDD (415) 597-5885

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Coastal Commission

Failure to return this page with your signature AND the responses to questions 1 through 3 will result in the competitor being eliminated from further participation in the examination.

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Print Name Home Phone Work Phone

Address

City State Zip

INSTRUCTIONS

The supplemental application is designed to elicit information regarding legal experience and education specifically related to the work of the Commission. The information and the presentation of the material will be reviewed and will augment the standard application as reference material during the oral interview process.

When responding to the supplemental appraisal questionnaire items, please follow these guidelines:

- Your responses must not exceed four pages, preferably typewritten (singled spaced, one sided) on 8-1/2" x 11" paper using a minimum of 10 point font.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately and indicate the corresponding item number for each response.
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to answer all items completely.

NOTE: Resumes, letters, and other materials will NOT be evaluated or considered as responses to the items in the supplemental appraisal questionnaire. If you submit a resume, your answer to the questions may not incorporate by reference information on the resume.

To participate in the oral interview process, the completed supplemental application and the state application (form 678) must be received in our office no later than **5 p.m. on April 19, 2006, the final filing date.** Applicants are also encouraged to submit a resume.

Human Resources Office
California Coastal Commission
45 Fremont Street, Ste. 1930
San Francisco, CA 94105-2219

This information has been completed by me and is accurate. I understand that I may be removed from eligibility or from appointment if the information is found to be otherwise at any time.

Signature of Competitor

Date

PLEASE TYPE OR PRINT VERY CLEARLY

- 1) Please describe any work experience (including legal, non-legal, paid and volunteer experience) and course work that prepares you to practice in the areas of land use, environmental, natural resources and administrative law. Identify specific projects, the issues raised and the types of research required to address the issues.
- 2) Attorneys at the Coastal Commission do not typically represent the Commission in litigation, but instead provide legal advice to the Commissioners and staff members. Please describe your experience in analyzing complex legal issues in a non-litigation context that involved interpreting statutes and regulations. Include a description of your experience with both oral and written communication.
- 3) Attorneys at the Coastal Commission do not advocate particular legal positions, but instead advise Commissioners and staff members on the range of legal options available under the law. Please describe the experiences that have prepared you to provide consistent and neutral legal advice to clients who have varying policy views.